



Recognition of Prior Learning Application

Contents

| | |
|--|----------|
| PART 1: RECOGNITION OF PRIOR LEARNING INFORMATION..... | 3 |
| What is Recognition of Prior Learning? | 3 |
| How to complete your application | 3 |
| Advanced Standing guidelines | 3 |
| How long will the assessment of my application take? | 4 |
| How will my application be assessed? | 4 |
| Can I appeal the outcome of any decision related to my application? | 4 |
| PART 2: RECOGNITION OF PRIOR LEARNING APPLICATION FORM..... | 5 |
| Course and subject:..... | 5 |
| Recognition of Prior Learning options | 6 |
| Option 1: Recognition of Prior Learning based on industry designation..... | 6 |
| Option 2: Recognition of Prior Learning based on prior postgraduate study..... | 7 |
| Fees and Charges | 8 |

PART 1: RECOGNITION OF PRIOR LEARNING INFORMATION

What is Recognition of Prior Learning?

At Kaplan Professional, we recognise that you may be eligible for Recognition of Prior Learning as a result of your prior studies and industry experience. When you apply for Recognition of Prior Learning, we will assess your prior studies and experience, and you may be awarded Advanced Standing (also known as “credit”) for a portion of the course in which you are currently studying. Recognition of Prior Learning may result in a reduction of the amount of study required to achieve your qualification.

How to complete your application

Applicants must fully complete this application form and submit the completed application to rpl@kaplan.edu.au ensuring they have:

- completed the application form and signed the declaration;
- supplied the required supporting evidence.

Note: Your application for Recognition of Prior Learning will not be reviewed until the completed application, signed declaration and required evidence has been provided.

Advanced Standing guidelines

Advanced Standing is awarded in accordance with Kaplan Professional’s [Recognition of Prior Learning Policy](#).

Important to note:

- Advanced Standing is not available for core subject: KAP001 Research Project.
- Students may obtain Advanced Standing up to a maximum of 50% of the total number of subjects in a specified course.
- Evidence supporting your application must demonstrate a minimum of 80% coverage of the equivalent Kaplan Professional subject content for each subject which Advanced Standing is being applied for. Kaplan Professional will assess the evidence provided in your application to determine if your prior studies meet the coverage requirement.
- Kaplan Professional will not grant Advanced Standing for any subjects if the equivalent subject has been awarded Advanced Standing or credit previously at either Kaplan or another provider.
- Any study cited in a Recognition of Prior Learning application must have been completed no more than ten (10) years prior to the date of application, with the study being accredited by the appropriate Higher Education regulator at the time that the study was completed.
- Approved study must be at a comparable Australian Qualifications Framework (AQF) level. Kaplan Professional’s Higher Education qualifications are accredited at the following AQF Levels:
 - Graduate Certificate – AQF 8
 - Graduate Diploma – AQF 8
 - Masters – AQF 9

- Where the approved prior study submitted in the application is at a lower AQF level, it must be supported by evidence the student is performing at the higher level, e.g. extensive work experience at a more senior level. If an application is based on industry experience in addition to previous study, the industry experience must be within at least five (5) of the last eight (8) years.

Note: If you are an existing adviser seeking Advanced Standing as part of your FASEA education pathway, you must complete the [KHE Recognition of Prior Learning Application \(existing financial adviser\)](#) form

How long will the assessment of my application take?

Kaplan Professional will respond to your application within 10 working days. If insufficient supporting evidence is provided, your application may be delayed or declined.

How will my application be assessed?

Kaplan Professional will undertake an academic review of your application based on your supporting evidence. Kaplan Professional may contact you if further details are required to review your application, which may result in a delay in the assessment of your application.

If your application is approved, Advanced Standing may be granted for the relevant subjects. If your application for Recognition of Prior Learning is declined, you will need to enrol into and complete the relevant subjects in order to complete your qualification.

Can I appeal the outcome of any decision related to my application?

You may appeal the outcome of Kaplan Professional decision in accordance with the [Complaints and Appeals policy](#) located on our website.

PART 2: RECOGNITION OF PRIOR LEARNING APPLICATION FORM

| REQUIRED PERSONAL DETAILS | | | | | |
|--|--|--------|--|-------------------------|--|
| Title: | <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr | | | Other (please specify): | |
| Student ID: (existing students) | | | Preferred customer code: (if applicable) | | |
| First name: | | | Middle names(s) | | |
| Last name(s): | | | Preferred name: | | |
| Gender: | <input type="checkbox"/> Male <input type="checkbox"/> Female | | Date of birth: | | |
| Contact details | | | | | |
| Work: | Home: | | Mobile: | | |
| Email: | | | | | |
| Permanent residential address (Compulsory) | | | | | |
| Street address | | | | | |
| Suburb: | | State: | | Country: | |
| | | | | Postcode: | |
| Business details | | | | | |
| Business name: | | | | | |
| Street address or PO Box: | | | | | |
| Suburb: | | State: | | Country: | |
| | | | | Postcode: | |
| Preferred mailing address: (please indicate) | | | | | |
| Residential <input type="checkbox"/> Business <input type="checkbox"/> | | | | | |

Course and subject:

Please indicate the postgraduate course into which you are seeking Recognition of Prior Learning:

- | | |
|---|--|
| <input type="checkbox"/> Graduate Certificate in Applied Finance | <input type="checkbox"/> Master of Financial Planning |
| <input type="checkbox"/> Graduate Diploma of Applied Finance | <input type="checkbox"/> Graduate Certificate in Self Managed Superannuation Funds |
| <input type="checkbox"/> Master of Applied Finance | <input type="checkbox"/> Graduate Certificate in Corporate Finance |
| <input type="checkbox"/> Graduate Certificate in Financial Planning | <input type="checkbox"/> New Zealand Exchange Limited Diploma. |
| <input type="checkbox"/> Graduate Diploma of Financial Planning | |

Are you currently enrolled in the course/s for which you are seeking Recognition of Prior Learning?

- Yes No

Recognition of Prior Learning options

Option 1: Recognition of Prior Learning based on industry designation

Submit an application via this option if you have completed an industry recognised designation listed on the Credit Precedent list located on the Kaplan Professional website (<https://www.kaplanprofessional.edu.au/faqs/postgraduate-advanced-standing/>). The Credit Precedent list is provided as a guide only and should be viewed in conjunction with chosen courses and applicable course requirements.

To apply for Recognition of Prior Learning on this basis, ensure that you complete Option 1 on page 6.

Note: If you are an existing adviser seeking Advanced Standing as part of your FASEA education pathway, you must complete the [KHE Recognition of Prior Learning Application \(existing financial adviser\)](#) form.

Option 2: Recognition of Prior Learning based on prior postgraduate study

Submit an application via this option if you have completed postgraduate studies at an approved higher education provider and are seeking Advanced Standing for those subjects based on your prior study.

Evidence supporting your application must demonstrate a minimum of 80% coverage of the equivalent Kaplan subject content for each subject for which Advanced Standing is being applied for. Kaplan Professional will assess the evidence provided in your application to determine if your prior studies meet the coverage requirement.

To apply for Recognition of Prior Learning on this basis, ensure you complete Option 2 on page 7.

Note: If you are an existing adviser seeking Advanced Standing as part of your FASEA education pathway, you must complete the [KHE Recognition of Prior Learning Application \(existing financial adviser\)](#) form.

Option 1: Recognition of Prior Learning based on industry designation

Submit an application via this option if you have completed an industry recognised designation listed on the Credit Precedent list available on the Kaplan Professional website. Your application will be assessed in accordance with the Credit Precedent list.

Note:

- Your application will not be assessed if the required evidence has not been included
- Note: If you are an existing adviser seeking Advanced Standing as part of your FASEA education pathway, you must complete the [KHE Recognition of Prior Learning Application \(existing financial adviser\)](#) form

Evidence requirements

- Certified copies of relevant designation documents. Refer to [Provision Entry Requirement](#) for guidance as to who can certify your documents

| Industry designation Recognition of Prior Learning evidence requirements | Supporting documents provided |
|--|-------------------------------|
| <input type="checkbox"/> Certified Financial Planner (CFP®) | |
| <input type="checkbox"/> Fellow Chartered Financial Planner (FChFP) | |
| <input type="checkbox"/> Certified Practising Accountant (CPA) | |
| <input type="checkbox"/> Chartered Accountant (CA) | |
| <input type="checkbox"/> SMSF Association SMSF Specialist (SSA) | |
| <input type="checkbox"/> Chartered Financial Analyst (CFA) | |
| <input type="checkbox"/> Other | |

Option 2: Recognition of Prior Learning based on prior postgraduate study

Submit an application via this option if you have completed postgraduate studies at an approved higher education provider/institution and are seeking Advanced Standing for those subjects based on your prior study.

Evidence supporting your application must demonstrate a minimum of 80% coverage of the equivalent Kaplan subject content for each subject for which Advanced Standing is being applied for. Kaplan Professional will assess the evidence provided in your application to determine if your prior studies meet the coverage requirement.

Evidence requirements

- Copies of subject outlines for equivalent subjects (information must include: learning outcomes, weekly structure, topic list, assessment details, contact hours/student workload).
- Certified copy of qualification and academic transcript. Refer to [Provision Entry Requirement](#) for guidance as to who can certify your documents.
- Current CV/Resume

Note:

- Your application will not be assessed if the required evidence has not been included.
- If you are an existing adviser seeking Advanced Standing as part of your FASEA education pathway, you must complete the [KHE Recognition of Prior Learning Application \(existing financial adviser\)](#) form.

Please indicate the Kaplan Professional subject/s for which you are seeking Recognition of Prior Learning, as well as the equivalent subject/s completed prior.

| KP code | Subject name | Equivalent code | Equivalent subject name | Institution | Date completed |
|---------|--------------|-----------------|-------------------------|-------------|----------------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Fees and Charges

All fees are in Australian dollars and are subject to change without notice. GST is included where applicable. Fees must be paid at the time of application. For information on refunds and transfers, please refer to the postgraduate policies at <http://www.kaplanprofessional.edu.au/faqs/studentpolicies>.

| Fees and charges | Fees (per subject) |
|--|--------------------|
| Application fee | \$250* |
| Recognition of Prior Learning based on Industry Designation | Nil |
| Recognition of Prior Learning based on prior postgraduate study | \$250 |
| <p>*Application fee: A single non-refundable \$A250.00 application fee will be charged upfront.</p> <p>(i) If your Recognition of Prior Learning application is unsuccessful, no further fees will apply.</p> <p>(ii) If your Recognition of Prior Learning application is successful, your application fee will be credited towards the balance of your overall Recognition of Prior Learning application fees.</p> | |

| Payment method | | | |
|--|--|---------------------------------|--|
| Credit card payment: | | | |
| We take your privacy seriously – Kaplan Professional is unable to accept credit card details via email or in a word/pdf document format. If you wish to make a payment by credit card, please indicate how you would like to pay below. | | | |
| I wish to pay by <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> AMEX (Additional 2.5% surcharge) | | | |
| Pay online | Kaplan Professional will email you a copy of your invoice once it's ready to pay online via your student portal. | | |
| Pay over the phone | Kaplan Professional will call once your invoice is ready to pay. If the person Kaplan Professional needs to contact is not you, please provide their name and the best contact number to reach them below. | | |
| Contact name | | Contact number | |
| Total payment | \$ | | |
| Invoice company: (Only available to companies with an approved Kaplan Professional account. The invoice will be send to the address specified on the company account. To authorise this invoice request you must be an existing contact on your company account with Kaplan Professional. In the absence of an authorised signature, an email will be sent for approval of enrolment. | | | |
| Corporate account name | | Corporate account number | |
| Training manager name | | Training manager number | |
| Invoice to name | | Invoice to number | |

Student declaration

I hereby declare:

- I have read the instructions provided on this document and supplied all information required.
- I have accurately and truthfully represented my study and work experience in this application.
- I hold a copy of this application in its entirety, including supporting documentation.
- I have not sent any original documentation, but I have sent certified copies of originals.
- I understand the material sent by me will not be returned.

Privacy notice

By submitting your application for Recognition of Prior Learning, you consent to Kaplan Professional collecting your personal information (including your name, address, date of birth and other identifying information) for the purpose of administering your enrolment in your chosen course of study. Your enrolment may not be processed or continued if you do not provide all of the information requested. We may disclose personal information about you in accordance with our privacy policy, including to third parties seeking to verify the qualification(s) attained through your course(s) of study. Our privacy policy contains detailed information about how we handle your personal information, how you can access and correct the personal information we hold about you, or make a privacy complaint. You may contact the Privacy Officer (privacy@kaplan.edu.au) for more information.

Please visit our website for a copy of our privacy policy (available at <<http://www.kaplanprofessional.edu.au>>).

Signature:

Date:

Our privacy policy provides information about how you can access and correct the personal information we hold about you or make a privacy complaint. A copy of our privacy policy is available at <http://www.kaplanprofessional.edu.au/privacy-policy>